

**CLASS TITLE: EDUCATIONAL SERVICES COORDINATOR
(DCYF)**

Class Code: 02825800

Pay Grade: 33A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Chief of Children's Mental Health and Education in the planning, development, supervision, coordination and administration of a program which monitors the educational programs of students placed in Rhode Island residential facilities; and to do related work as required.

SUPERVISION RECEIVED: Works under the general administrative direction of the Chief of Children's Mental Health and Education with wide latitude for the exercise of initiative and independent judgement; work is reviewed upon completion through conferences and reports for conformance with Department of Elementary and Secondary Education requirements.

SUPERVISION EXERCISED: Plans, directs, coordinates, supervises and evaluates the activities of a professional, technical and clerical staff engaged in carrying out the responsibilities of the educational monitoring position.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Chief of Children's Mental Health and Education in the planning, development, supervision, coordination and administration of a program which monitors the educational programs of students placed in contracted residential facilities.

To become familiar with the DCYF Supplementary Grant Program and Guidelines from the RI Department of Elementary and Secondary Education in implementing this program.

To meet regularly with participating providers to assist in carrying out objectives of their proposals.

To coordinate the educational advocate program for DCYF, which includes the referral of students for the appointment of an advocate and maintaining of student records for the advocate program.

To participate in program analysis and evaluations.

To develop educational budget information from contracted residential facilities of DCYF's Management and Budget Division.

To coordinate the purchase of services for required educational services.

To respond to educational issues from contracted residential services.

To serve as a liaison between DCYF's Contracts Unit, the Department of Elementary and Secondary Education, and the contracted residential facilities regarding educational issues.

To assist in the resolution of Accessibility Complaints filed against DCYF by the United States Office of Civil Rights.

To assist in the resolution of educational issues for students in out-of-state placements.

To prepare grant applications and all other reports required by the RI Department of Elementary and Secondary Education.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of approved principles and practices of educational programming for students in residential programs, and the ability to apply such knowledge in the planning, development, supervision, coordination and administration of a program which monitors services provided to students in these programs; a familiarity with budgetary concepts and

purchase of services procedures; the ability to compile data, write compliance reports and grant applications, and maintain effective working relationships with professional groups, the Department of Elementary and Secondary Education, Educational Advocates, DCYF staff, residential providers, and the community; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Education, Psychology, or a closely related field; certification as a teacher in Elementary Education and Special Education resource is also preferred; and

Experience: Such as may have been gained through: employment in a responsible position in the field of education.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: May 15, 1994

Editorial Review: 3/15/03